

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

RPA #E-FB 21-019

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division / Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0764-011
UNIT NAME AND LOCATION Native Fishes Program (West Sacramento)	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Environmental Program Manager and within the California Department of Fish and Wildlife's (Department) Fisheries Branch (Branch), the incumbent supervises and directs the work of scientific staff working in the Native Fishes Conservation and Management Program (Program). The incumbent is responsible for staff development, performance evaluation, program budgeting, and work force planning; and oversees the work of staff engaged in conservation and recovery planning and management activities for rare, threatened, and endangered native fish. The incumbent coordinates with Department Regional and Branch staffs and collaborates with federal, State and local agencies, non-government organizations, private landowners, and local stakeholder groups on policies and issues relevant to the Statewide conservation of native fish. Specific duties include:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Directly supervise the work of Program staff. Coordinate and oversee strategic work planning efforts. Develop and mentor Program staff. Perform duties such as approval of time reporting, purchasing, and training. Prepare Requests for Personnel Action and complete the hiring process as needed. Incumbents performing in this capacity have the authority and responsibility in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees communicate expectations through verbal and written methods and skills, adjust employee grievances, or effectively recommend such actions. Oversee Program Budget and approve expenditures. Perform other administrative duties such as attend staff meetings and participate in personnel evaluations and actions. Act in the absence of the Environmental Program Manager.</p>
20%	<p>Direct and guide staff within the Program regarding recovery, management, and conservation planning of California native fish. Coordinate with other Department Branches and Regions, the Office of General Counsel, and within the Branch programs on development of statewide policies, regulations, and standard practices for conservation and management of native fish and their habitats. Oversee work products including the development of petition evaluation reports, status reviews, periodic species reviews, and</p>

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15%	<p>recovery plans for native fish species petitioned for, listed, or meeting the criteria for listing under the California Endangered Species Act (CESA). Represent the Department and interface with Fish and Game Commission staff during regulatory actions and review of petitioned species. Review staff work to ensure work products are consistent with information, guidelines, and requirements specified under CESA and guide staff in preparing public notices and presentations. Oversee staff engaged in preparing 2081(a) research permits for CESA-listed fish species. Review draft permits, guide development of templates and guidelines, and track completion of staff work.</p> <p>Coordinate with Department Regions and Branches on complex or multiregional projects and policy issues for the consistent application of Department rules, policies, and regulations. Lead in the coordination of the Statewide Biodiversity Resilience Team and tracking of workload metrics pursuant to the Biodiversity Resilience Package. Engage in the development of a Statewide CESA tracking including 2081(a) permits. Participate in Branch and Statewide working groups for the development of Department policy and guidance. Prepare reviews and analyze legislation and legislative bill language related to sensitive fish species conservation and management issues affecting the Department. Develop and administer grants and contracts for projects to conserve and recover listed fish species. Reviews and submits invoices, tracks spending, and compiles annual reports. Provide information on the Department's policies to federal, state, or local agencies, tribal governments, and public groups or individuals requesting guidance and information. Lead or participate in meetings and negotiations with local, State, and federal agencies, tribal governments, non-profit organizations, and the private sector.</p>
10%	<p>Provide guidance and oversight for staff gathering and analyzing biological and environmental resource information, coordinating statewide surveys, engaged in interagency recovery and conservation planning and management activities, responding to public inquires, and preparing conservation strategies, species of special concern reports, publications, and outreach materials. Oversees the conduct special analyses, project management, and preparation of reports and other documents on sensitive species conservation and recovery.</p>
10%	<p>Coordinate training for Department staff and stakeholders regarding topics related to the Program. Participate in multi-Agency working groups and committees with federal, state, or local agencies, tribal governments, and public groups for the development of conservation strategies and actions for the benefit of native fish resources. Collaborate and foster relationships with tribal partners in accordance with the Department's Tribal Communication and Consultation Policy. Provide information on the Department's policies to or individuals requesting guidance and information.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Maintain professional qualifications through training, seminars, and workshops, and reviewing current scientific literature. Increases and maintains biological field expertise by conducting on-site habitat assessment and species surveys in coordination with Department staff, local coordinated resource management groups, and other organizations. Performs</p>

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	<p>other administrative duties such as monthly preparation, review and/or discussion of significant activities with manager, expenditures reports, expense claims, annual Individual Development Plan and annual work plan.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p>In addition to the above, techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions. A manager's / supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check and interpret scientific and environmental reports analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.</p> <p>Develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovate solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the</p>

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	<p>results and implications of studies to nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government industry.</p> <p>Plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Skill to: Supervise and direct the work of other staff; lead Program staff in the application of environmental and natural resource principals; and participate in and facilitate environmental negotiations.</p> <p>Special Personal Characteristics: Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult environmental management problems and new methodologies and scientific application to aid management in policy formation and implementation. Maintains productivity for completed staff work that is commensurate with that of peers for similar work products (e.g., field data collection; preparation of reports, memoranda, and letters; project and document reviews; administrative duties; attending meetings; and briefing management). Conducts business in a professional manner, is effective in achieving desired results especially for the most sensitive environmental review or planning. Effectively manages time through goal setting, prioritization and work planning.</p> <p>Interpersonal Skills: Leads by example, is professional, builds trust through honest communication and actions, exercises discretion as appropriate, and maintains effective working relationships with other staff, managers, members of the public, key agency personnel, stakeholders, members of the media, and elected officials. Exercises a high degree of initiative and independent judgment in working on the most difficult and sensitive environmental review or project planning.</p> <p>WORKING CONDITIONS</p> <p>The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference and video calls. The position may require travel throughout the State including overnight travel, early mornings, late nights, hiking over uneven and possibly steep or wet terrain, use of alternative methods of transportation (including all-terrain vehicle), and work in inclement weather. A valid California's driver's license is required to drive to meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as Department staff.</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Roger Bloom (Environmental Program Manager I (Supervisory))		
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE